



DEVELOPMENT SERVICES DEPARTMENT

ARCHIVE RECORDS FEES

According to the Public Information Act, the fees are as follows:

Paper Records—Standard size (8 ½ x 11 or 8 ½ x 14) – less than 50 pages requested:

\$.10 per page, per side
+ postage and shipping (if applicable);
fax charge (if applicable)

Paper Records—Standard size (8 ½ x 11 or 8 ½ x 14) – more than 50 pages requested:

\$.10 per page, per side
+ personnel charge- (\$15.00 per hour or \$.25 minute)
+ overhead charge- (\$3.00 per hour or \$.05 minute)
+ actual cost of miscellaneous supplies (if applicable)
+ postage and shipping (if applicable); or
+ fax charge (if applicable) + personnel/overhead charge

Paper Records –Non standard size:

Blue Prints:

18" x 24"	\$1.60
24" x 36"	\$1.80
30" x 42"	\$2.00
42" x 4'	\$2.00
42" x 5'	\$2.20
42" x 6'	\$2.40
42" x 7'	\$2.60
42" x 8'	\$2.80

+postage, shipping and actual cost of miscellaneous supplies used or shipping (if applicable)

Large Bond Copies:

12" x 18"	\$1.10
18" x 24"	\$1.10
24" x 36"	\$1.70
42" x 30"	\$1.70

+postage, shipping and actual cost of miscellaneous supplies used or shipping (if applicable)

Non-standards copy including microfiche, microfilm, and other non-paper media storage requests:

- \$.10 per page for standard size copy or
- \$.50 per page for non-standard size copy
- + personnel charge (if 50 pages or more)
(\$15.00 per hour or \$.25 minute)
- + overhead charge (if 50 pages or more)
(\$3.00 per hour or \$.05 minute)
- + computer resource charge (if applicable)
- + computer programming charge (if applicable)
- + miscellaneous supplies charge (if applicable)
- + postage and shipping or fax charges (if applicable)